

January 31, 2007

**MEMORANDUM**

TO: Faculty and Staff  
College of Applied Sciences and Arts

FROM: Inger Sagatun-Edwards, Dean  
College of Applied Sciences and Arts

Jocelina Santos, Chair  
Committee to Enhance Equity and Diversity (CEED)

RE: 2007 CEED DISTINGUISHED SERVICE AWARDS—CALL FOR  
NOMINATIONS

The Committee to Enhance Equity and Diversity (CEED) is pleased to announce a “Call for Nominations” for the CEED Distinguished Student Service Award, CEED Distinguished Faculty Service Award, and beginning this year, the CEED Distinguished Student Organization Service Award. All academic units in the College of Applied Sciences and Arts are invited to submit nominations.

To qualify for these awards, the nominees must satisfy one or more of the following criteria:

1. Outstanding service to equity and diversity enhancement on the San José State University campus;
2. Outstanding service to equity and diversity enhancement in the community; and
3. Outstanding activities and projects that contribute to a better understanding of equity and diversity issues.

The nomination form and evaluation criteria will be used to categorize and evaluate the CEED nominees. The nomination process is outlined below:

1. Each CASA department/school will be permitted three student nominations, one faculty nomination, and one student organization nomination.
2. Each nomination will be allowed a “Justification for Recommendation” statement (250-word maximum) to describe the nominee’s accomplishments.<sup>1</sup>
3. The CEED Committee will review the nominations, select the top three to five student nominees, one faculty nominee, one student organization nominee, and then forward the list of names and the description of their accomplishments to the Dean.
4. The Dean will review and approve the nominations.

The form is available at [www.casa.sjsu.edu/ceed](http://www.casa.sjsu.edu/ceed). All nominations must be submitted electronically no later than **March 2, 2007**. Please make time to consult with other faculty and staff about potential CEED nominees. Your CEED representative will provide guidance during this process and will help you complete the nomination form(s).

The Committee will recognize the 2007 CEED Distinguished Service Honorees at the annual Dean's Awards Reception, "Salute to the Stars", on Monday, May 7, 2007. The reception will be held in the Barrett Ballroom, Student Union, from 5:00 p.m. to 7:00 p.m.

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1 The summary of activities that your department/school provides in the "Justification for Recommendation" statement box on the nomination form will be used by the CEED members when recognizing and citing the accomplishments of the honorees. Nominations submitted without a clear and detailed statement will not be considered.